



GREAT
CIRCLE
LEARNING

HOW TO **BUILD** A FACILITATOR GUIDE



How to Build a Facilitator Guide

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Acknowledgements

Development of this program ...

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Getting Started

About This Guide

What's the purpose of this guide?

This facilitator guide provides a master reference document to help you prepare for and deliver the “How to Build a Facilitator Guide” program.

What will I find in the guide?

This facilitator guide is a comprehensive package that contains

- the workshop delivery sequence
- checklists of necessary materials and equipment
- presentation scripts and key points to cover, and
- instructions for managing exercises, case studies, and other instructional activities.

How is this guide organized?

This section, “Getting Started,” contains all of the preparation information for the “How to Build a Facilitator Guide” program, such as learning objectives, pre-work, required materials, and room set-up.

Following this section is the “Training At A Glance” table. This table can serve as your overview reference, showing the module names, timings, and process descriptions for the entire program.

Finally, the program itself is divided into *modules*, each of which is comprised of one or more *lessons*. A module is a self-contained portion of the program, usually lasting anywhere from 20 to 90 minutes, while a lesson is a shorter (typically 5-20 minute) topic area. Each module begins with a one-page summary showing the Purpose, Time, Process, and Materials for the module. Use these summary pages to get an overview of the module that follows.

About This Guide, continued



How is the text laid out in this guide?

Every action in the program is described in this guide by a text block like this one, with a margin icon, a title line, and the actual text. The icons are designed to help catch your eye and draw quick attention to “what to do and how to do it.” For example, the icon to the left indicates that you, the instructor, say something next. The title line gives a brief description of what to do, and is followed by the actual script, instruction set, key points, etc. that are needed to complete the action.

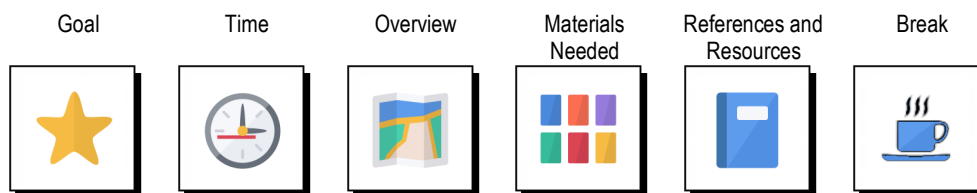
A complete list of the margin icons used in this guide is provided on the following page.

IMPORTANT NOTE

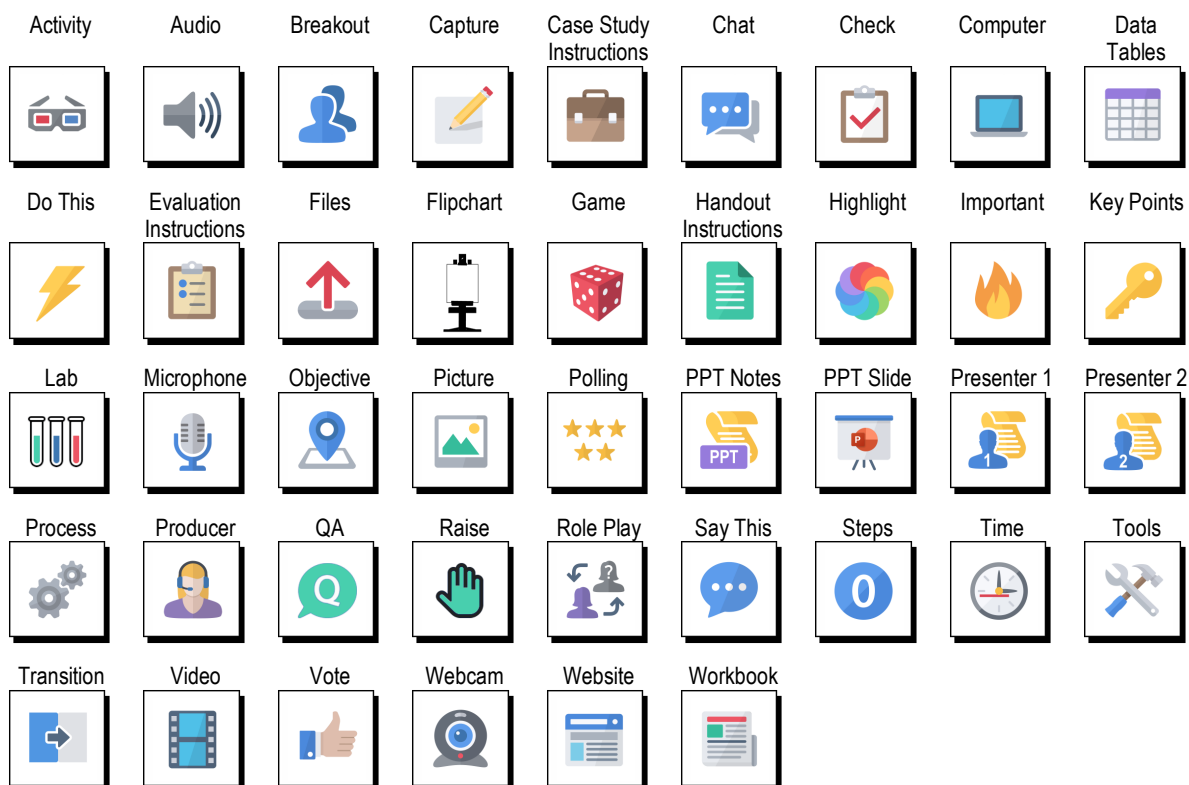
You may also occasionally find important notes such as this one in the text of this guide. These shaded boxes provide particularly important information in an attention-getting format.

Graphic Cues

Module Blocks



Lesson Blocks



The Program in Perspective



Why a “How to Build a Facilitator Guide” program?

A well-designed facilitator guide is the backbone of successful instructor-led training, helping to deliver more consistent, engaging, and effective learning experience.

For the Learner

When facilitators have the right tools, learners benefit from clearer instruction, better discussions, and stronger knowledge retention.

For the Facilitator

A facilitator guide serves as a roadmap for delivery, providing structure, confidence, and support. It helps facilitators focus on leading meaningful learning experiences instead of worrying about what comes next.

For the Organization

Strong facilitator guides improve training quality, reduce delivery variability, accelerate facilitator onboarding, and help ensure learning programs achieve their intended business outcomes. Consistent delivery leads to consistent results.



Learning Objectives

After completing this program, participants will be able to:

- Describe what makes a facilitator guide effective.
- Recognize the key sections every facilitator guide should include.
- Design facilitator instructions that support active learning.
- Identify common facilitator guide mistakes and know how to fix them.

Program Timing

Requires: 0 hours, 60 minutes

Number of Participants

Minimum: 5 Maximum: 60 Optimum: 25

Program Preparation

Pre-Work

1. Review one facilitator guide they have used or created previously
 - a. Identify what worked well.
 - b. Identify one or two frustrations or challenges.
2. Complete a brief self-assessment
 - a. How confident are you in building facilitator guides?
 - b. What is your biggest challenge when creating facilitator guides?
 - c. What do you hope to improve?
3. Reflect on the question:
 - a. *"What information would a new facilitator need to successfully deliver one of my training programs?"*

Participant Technology Requirements

- Reliable internet connection
 - Computer with microphone and speakers/headset
 - Webcam strongly encouraged
 - Zoom desktop application installed
 - Ability to access course materials electronically
-

Required Materials

- How to Build a FG PowerPoint Deck
- How to Build a FG – Facilitator Guide

Facilitator Technology Requirements

- Reliable internet connection
 - Computer with microphone and speakers/headset
 - Webcam
 - Zoom desktop application installed
-

Program Preparation

Virtual Room Set-Up

Load Zoom Polls

- Poll 1: How Are You Currently Building FGs?
 - Poll 2: What is Missing From Your FG?
-

Instructor Preparation

Prior to delivery, the instructor should:

Content Preparation

- Review facilitator guide examples and non-examples
- Prepare sample pages illustrating key concepts
- Ensure examples represent a variety of learning environments
- Customize examples for the audience when possible

Technology Preparation

- Test Zoom audio, video, and screen sharing
- Load polls in advance
- Set up breakout room instructions
- Open all participant materials before class
- Prepare backup copies of all files

Learner Engagement Preparation

- Review participant pre-work responses
 - Identify common challenges and themes
 - Prepare discussion questions using participant examples
 - Select one or two real-world facilitator guides for group analysis
-

Instructor Mindset

Focus less on theory and more on practical examples, templates, review exercises, and opportunities for participants to evaluate and improve their own facilitator guides during the session.

z

Training at a Glance

Time	Module	Description
1 hour, 0 minutes.	How to Build a Facilitator Guide	Through a combination of facilitator guide examples, practical frameworks, guided discussions, and hands-on activities, you'll learn how to design facilitator guides that support effective delivery and learner engagement.

How to Build a Facilitator Guide



Goal

By the end of this session, you'll have a clear, repeatable approach to building facilitator guides that ensure consistency and quality.



Time to complete: 1 hour, 0 minutes.

Number of lessons: 7



Overview

Through a combination of facilitator guide examples, practical frameworks, guided discussions, and hands-on activities, you'll learn how to design facilitator guides that support effective delivery and learner engagement.



Materials Needed

- How to Build a FG PowerPoint Deck
- How to Build a FG – Facilitator Guide



References and Resources

- [Great Facilitator Guide are Full of Chunks](#)
- [Facilitator Guide: Complete Resource](#)
- [LeaderGuide Pro Free Trial](#)

Introduction

Facilitator	Notes
-------------	-------



Cumulative Time: 0 hours, 0 minutes

Time to complete this lesson: 5 minutes.

Slide 1



Say Something Like:

Today we're going to focus on one of the most important but often underdeveloped resources in instructor-led training: the facilitator guide.

When it is done well, it helps every instructor deliver the course with

- Confidence
- Consistency
- Impact

Slide 2



Introduction



Time: 1 min

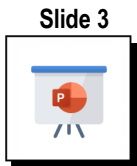
Page [3]

Facilitator	Notes
Poll: How Are You Currently Building FGs? A. We do not use facilitator guides B. We use basic notes or slide annotations C. Each designer or facilitator does something different D. We use a standardized structure E. A little bit of all of the choices F. None of the choices	 Launch Zoom Poll



Page [4]

Debrief Many organizations rely on ■ Informal knowledge ■ Expert facilitators, or ■ Slide decks alone The facilitator guide is the tool that helps capture delivery logic, reduce variation, and make training easier to scale.	 Show Poll Results Acknowledge the range of responses.
---	--



Agenda	
	What Makes a Great Facilitator Guide
	Five Steps to Build a Facilitator Guide
	Facilitator Guide Walkthrough
	Common Mistakes (And How to Avoid Them)
	Build a Facilitator Guide with LeaderGuide Pro
	Q&A and Wrap Up

Introduction



Review The Agenda

- What Makes a Great Facilitator Guide
- 5 Steps to Build a Facilitator Guide
- Facilitator Guide Walkthrough
- Common Mistakes (And how to Avoid Them)
- Building FG with LeaderGuide Pro



Note:

Point out that even though there is Q&A section, to ask questions anytime they want



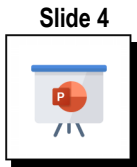
Transition To: What Makes a Great Facilitator Guide

Before we look at how to build one, let's get clear on what a strong facilitator guide actually does.

What Makes a Great Facilitator Guide?



Facilitator	Notes
Cumulative Time: 0 hours, 5 minutes	
Time to complete this lesson: 7 minutes.	



Ask:

When a facilitator struggles during delivery, what is usually missing?

-  **Listen For:**
- Clear instructions
 - Timing guidance
 - Activity directions
 - Discussion questions
 - Confidence



Say Something Like:

Most training teams focus on content. Great facilitator guides focus on facilitating that content.

What Makes a Great Facilitator Guide?

Facilitator	Notes
-------------	-------

Slide 5



Definition of a Facilitator Guide

A facilitator guide is a behind-the-scenes instructional document with instructions on

1

2

3

4



Facilitator Guide Definition

A facilitator guide is a behind-the-scenes instructional document that tells facilitators what to do, when to do it, how to do it, and how to prepare.

It is NOT a:

- Slide deck
- Script
- Participant Guide

A Facilitator Guide is a performance support tool for the instructor.

Slide 6



5 Characteristics of a Great FG

- 1 A Facilitator Guide Supports Preparation
- 2 A Facilitator Guide Supports Delivery
- 3 A Facilitator Guide Focuses on Actions
- 4 A Facilitator Guide Balances Consistency and Flexibility
- 5 A Facilitator Guide Reduces Cognitive Load

Animated Slide



5 Clicks:



The Five Characteristics Of A Great Facilitator Guide

A facilitator is more than just SAY, DO, & ASK. Here are their 5 main characteristics



A Facilitator Guide Supports Preparation

A great guide helps facilitators:

- Understand objectives
- Learn the flow
- Prepare materials
- Anticipate questions

Before facilitators teach, they need to study.



A Facilitator Guide Supports Delivery

During class, facilitators need:

- Quick prompts
- Timing
- Activity instructions
- Debrief questions
- Transitions

The guide should function as a real-time support tool.



A Facilitator Guide Focuses on Actions

Weak guides say:

Discuss communication styles.

Strong guides prompt the instructor:

- *Ask participants which communication style frustrates them most.*
- *Capture responses on flipchart.*
- *Facilitate discussion.*
- *Debrief key patterns.*

Action-based language with complete & concise instruction improves usability.

What Makes a Great Facilitator Guide?

Facilitator	Notes
-------------	-------



A Facilitator Guide Balances Consistency and Flexibility

Great guides preserve:

- Key messages
- Learning objectives
- Required activities

While allowing facilitators to:

- Use personal stories
- Adjust examples
- Adapt to learners

Consistency does not require scripting.



A Facilitator Guide Reduces Cognitive Load

Facilitators are managing:

- Content
- Participation
- Time
- Technology
- Questions

A good guide reduces mental overhead through clear structure and formatting.

What Makes a Great Facilitator Guide?



Page [11]

Facilitator	Notes
-------------	-------

Poll: What is Missing From Your FG?



Launch Zoom Poll

- Preparation guidance
- Timing
- Activity instructions
- Debrief questions
- Transitions
- Visual cues
- Other



Say Something Like:

Notice that none of those items are slide content. They're facilitation support.



Facilitator Guide Litmus Test

If your facilitator guide was handed to an instructor who has never taught the course before...

Would the participants have a consistent learning experience with similar learners who went through the same training with the seasoned facilitator of this course?

If the answer is no:

- The guide probably needs improvement.
- The best facilitator guides are invisible to learners, but their impact is felt in every well-run learning experience.



Transition to: Five Steps to Build a Facilitator Guide

Five Steps to Build a Facilitator Guide

Facilitator	Notes
-------------	-------



Cumulative Time: 0 hours, 12 minutes

Time to complete this lesson: 12 minutes.

Slide 7



Five Steps to Build a Facilitator Guide



Say Something Like:

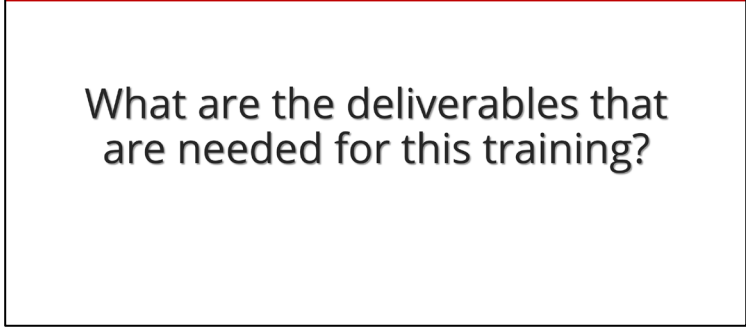
Many people think building a facilitator guide starts by opening Word and typing page one.

It doesn't.

Just like building a house, the quality of the final product depends heavily on the process you follow before you ever begin writing.

Here are 5 steps that will dramatically improve your facilitator guides

Five Steps to Build a Facilitator Guide

	Facilitator	Notes
Slide 8 		
	Say Something Like: Stephen Covey taught us to begin with the end in mind. The same principle applies when creating facilitator guides. Before you write a single lesson, determine what you're actually trying to create.	
	Ask: What are some deliverables that might accompany a facilitator guide?	 Answer in Chat:
Slide 9 	 	

Five Steps to Build a Facilitator Guide



Facilitator	Notes
-------------	-------

Begin With The End In Mind

- Are you creating only a facilitator guide?
- Will there be a participant guide?
- Handouts?
- Case studies?
- Evaluations?
- Job aids?

Most importantly:

Effective ILT isn't a collection of individual resources. It's a coordinated system built around:

- Facilitator Guide
- Participant Guide
- Slides

Together they create a complete learning experience.



Say Something Like:

Once you know where you're going, the next question becomes:

"What do I already have available to help me get there?"

Five Steps to Build a Facilitator Guide

Slide 10



Facilitator	Notes
Gather Your Starting Materials?	



Say Something Like:

The worst possible place to start building training is a blank page.
Fortunately, most projects don't start there.

Slide 11



Gather Your Starting Materials?	
Common Starting Materials:	
• Design documents • Learning objectives • Existing slide decks • Previous versions of training	• SME notes • SMEs themselves • eLearning modules • Existing participant materials



Evaluate Your Starting Materials

Don't just collect materials. Evaluate them.



Ask Yourself:

- Does this support my course goal?
- Is it still accurate?
- Is it appropriate for my audience?

Five Steps to Build a Facilitator Guide

Facilitator	Notes
-------------	-------



Note:

Existing materials save time, but they almost always require editing to match a consistent voice and learner experience.

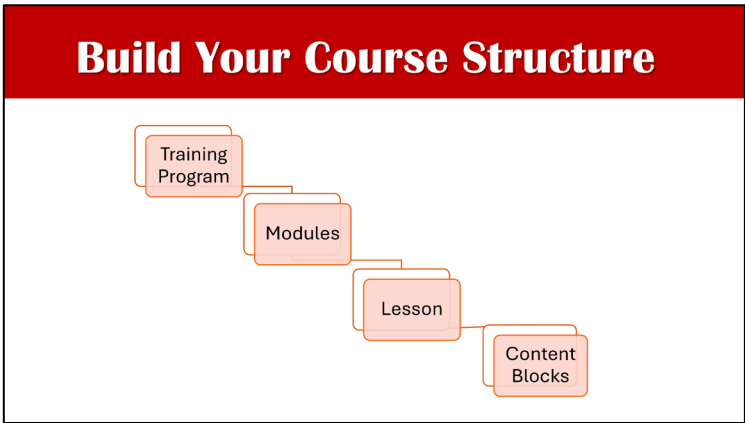


Say Something Like:

This is where many instructional designers and trainers get stuck.

They know what content they have.

However, they struggle to organize it.



Animated Slides



4 Clicks

Five Steps to Build a Facilitator Guide



Facilitator	Notes
-------------	-------

Building Course Structure Key Points

Think of the course structure as the route learners follow to reach the destination.

- Modules represent major outcomes.
- Lessons support those outcomes.
- The lesson level is where facilitation actually happens.

That's where you'll:

- Ask questions
- Run activities
- Show slides
- Lead debriefs
- Present key points



Best Practice

Build your structure from learning objectives whenever possible.



Warning

Avoid organizing courses around:

- Day 1
- Day 2
- Day 3

The structure should help participants locate information after the class is over, not merely reflect the training schedule.

Five Steps to Build a Facilitator Guide

Facilitator	Notes
-------------	-------



Say Something Like:

Once the structure exists, you can start creating the guide itself.



Develop the Training Content



Say Something Like:

This is where most of the actual writing occurs. But remember:

All the action happens at the lesson level.



Key Development Principles

1

Chunk Information

2

Using Consistent Content Blocks

3

Complete & Concise Facilitator Instruction

4

Include Timing

5

Formatting Matters



5 Clicks



Key Development Principles



Chunk Information

Organize content into logical, repeatable sections. Such as:

Five Steps to Build a Facilitator Guide

Facilitator	Notes
■ Say ■ Ask ■ Show Slide ■ Activity ■ Debrief ■ Key Point	

These visual patterns help facilitators quickly locate information during delivery.



Use Consistent Content Blocks

Not everything belongs in participant materials.

Example:

- A **SAY** block may exist only for facilitators.
- A **KEY POINT** block may appear in both facilitator and participant guides.

This creates efficiencies when developing multiple training resources.



Complete but Concise

A facilitator guide is not a script.

However, it must contain enough information that another facilitator could deliver the course successfully.

Bad instruction:

Discuss the seven factors of customer satisfaction.

Better instruction:

Discuss the seven factors of customer satisfaction:

4. Reliability...
5. Responsiveness...
6. etc.

Five Steps to Build a Facilitator Guide

Facilitator	Notes
-------------	-------

The facilitator should never have to reconstruct the course from memory.



Include Timing

Timing helps facilitators manage:

- Activities
- Discussions
- Role plays
- Debriefs

It also helps them know what to shorten if time becomes an issue.



Formatting Matters

- Facilitators use guidebooks "at-a-glance."
- Clear formatting is not cosmetic.
- It's a usability feature.
- Do NOT be afraid of white space



Best Practice

Write for the least experienced facilitator who may someday deliver the course.

Five Steps to Build a Facilitator Guide

Slide 16



Facilitator	Notes
Add Logistics & Materials	



Say Something Like:

Many people consider their guide complete once the lessons are written.

- They're wrong.
- The facilitator guide's first job is actually preparation.

Slide 17



Add Logistics & Materials
Facilitator Guides Should Include: • Materials List • Room Setup Instructions • Virtual Delivery Setup • Technology Requirements • Pre-Work • Post Training Activities • Resource Links • Reference Documents



Facilitator Guides Should Include:

- Material lists
- Room setup requirements
- Virtual delivery setup
- Technology requirements
- Pre-work

Five Steps to Build a Facilitator Guide

Facilitator	Notes
■ Post-training activities ■ Resource links ■ Reference documents These details reduce surprises and improve consistency across facilitators and sessions.	



Say something like:

The goal isn't simply to create a facilitator guide.

The goal is to create a facilitator guide that helps someone prepare, deliver, and maintain the training successfully.

When you follow a deliberate build process, the guide becomes more than documentation.

It becomes the backbone of an effective instructor-led training program.



Ask:

Which of these five steps causes the most difficulty in your organization today?



: Unmute

Ask for response via microphone



Transition to: Facilitator Guide Walkthrough

Now let’s look at what this can look like in practice.

Facilitator Guide Walkthrough



Facilitator	Notes
Cumulative Time: 0 hours, 24 minutes Time to complete this lesson: 10 minutes.	 Time Check If you are running long, shorten this up from 10 to 5 minutes



Screen Share Share the How to Build a Facilitator Guide FG	 Note: This is the easiest if you just show what you are facilitating from
---	--



Walkthrough Instructions Make sure to point out: ■ Study guide material ■ Course structure ■ Content Blocks ■ Slide references ■ Time markers ■ Complete & concise facilitator instructions	
--	--

Facilitator Guide Walkthrough

	Facilitator	Notes
	Before & After Contrast Show how a slides-only approach leaves delivery decisions to the facilitator, while a complete guide provides structure, consistency, and confidence.	 Show PPT Deck: Use How to Build FG deck to show contrast
	Ask: What is one thing missing from your current guides that would make delivery easier for a facilitator?	 Note: Capture a few responses and connect them back to the five-step process.

Common Mistake (and How to Avoid Them)



Facilitator	Notes
-------------	-------

Cumulative Time: 0 hours, 34 minutes

Time to complete this lesson: 10 minutes.

Slide 19



Common Mistakes (And How to Avoid Them)



Say Something Like:

As Freddie Mercury let us know, “and bad mistakes, I made a few.”

Let’s look at some of the most common mistakes, their ramifications, and how to fix them.

Slide 20



Mistake #1: Lack of Course Structure

The facilitator guide is little more than content organized in a linear document.

How To Fix

Create a clear course architecture tied to the program’s learning objective

Course

- I. Module
 - A. Lesson
 - i. Content Block



2 Clicks

Common Mistake (and How to Avoid Them)



Facilitator	Notes
-------------	-------

Mistake #1: Lack of Course Structure

The facilitator guide is little more than content organized in a linear document. There are no modules, lessons, transitions, summaries, or clear milestones.

The Negative Effect

The facilitator lacks a roadmap and is forced to navigate the training experience on the fly.

The Ramifications

- For the Facilitator:
 - Loses their place during delivery
 - Struggles to transition between topics
 - Appears less confident and less prepared
 - Spends mental energy figuring out "where am I?" instead of focusing on learners
- For Learners
 - Cannot see how concepts connect
 - Experience information as random topics rather than a learning journey
 - Become confused about priorities and key takeaways
 - Have difficulty retaining information because the content lacks organization
- For the Organization
 - Training quality varies dramatically between facilitators
 - Program scalability becomes difficult
 - New facilitators take longer to become proficient

How to Fix It

Create a clear course architecture:

Training Program

Common Mistake (and How to Avoid Them)

Facilitator	Notes
I. Modules	
a. Lessons	
i. Content Blocks	



Say Something Like:

A facilitator guide should function like a GPS, not a pile of directions.

Slide 21



Mistake #2: Over-Reliance on Slide Decks



2 Clicks

The facilitator guide repeats exactly what appears on the slides.

How To Fix

Use the guide to provide:

- Talking Points
- Stories
- Facilitation Tips
- Examples
- Questions
- Discussion Prompts



Mistake #2: Over-Reliance on Slide Decks

The facilitator guide repeats exactly what appears on the slides.

The Negative Effect

The slides become the training rather than supporting the training.

The Ramifications

- For the Facilitator
 - Becomes a narrator instead of a facilitator
 - Relies on reading slides rather than creating engagement
 - Feels tied to the screen
 - Has little support when learners ask questions

Common Mistake (and How to Avoid Them)

Facilitator	Notes
-------------	-------

- For Learners
 - Quickly disengage because they can read faster than the presenter can speak
 - Lose opportunities to hear stories, examples, and practical insights
 - Feel like they are attending a presentation rather than a learning experience
- For the Organization
 - Lower knowledge retention
 - Reduced training effectiveness
 - Learners question the value of attending live sessions

How to Fix It

Use the guide to provide:

- Talking points
- Stories
- Facilitation tips
- Examples
- Questions
- Discussion prompts



Say Something Like:

If the slides disappeared tomorrow, the facilitator should still be able to teach the course.

Common Mistake (and How to Avoid Them)

Slide 22



Facilitator	Notes
Mistake #3: No Timing or Flow Control There is no guidance for how long lessons, activities, discussions, or debriefs should take. <u>How To Fix</u> Include timing estimates for: • Modules & Lessons • Activities • Breaks • Debriefs • Discussions • Roleplays	 2 Clicks



Mistake #3: No Timing or Instructional Flow Control

There is no guidance for how long lessons, activities, discussions, or debriefs should take.

The Negative Effect

Time becomes the enemy rather than a managed resource.

The Ramifications

- For the Facilitator
 - Constantly worries about time
 - Rushes key concepts
 - Skips activities at the last minute
 - Ends sessions either too early or too late
- For Learners
 - Feel rushed through important discussions
 - Miss essential practice opportunities
 - Experience uneven pacing
 - Become frustrated when activities are cut short

Common Mistake (and How to Avoid Them)

Facilitator	Notes
-------------	-------

- For the Organization
 - Learning objectives are inconsistently achieved
 - Multi-session programs become difficult to schedule
 - Participants may leave with significant knowledge gaps

How to Fix It

Include timing estimates for:

- Content delivery
- Activities
- Discussions
- Debriefs
- Breaks

Also indicate:

- Must-do activities
- Optional activities
- Time-compression strategies



Say Something Like:

Poor timing doesn't just create inconvenience. It changes what people actually learn.

Common Mistake (and How to Avoid Them)

Slide 23



Mistake #4: Lack of Facilitator Instructions



2 Clicks

The facilitator guide contains content but not guidance.

How To Fix

Make sure to add the following:

- Facilitation Notes
- Important Notes
- Producer Cues
- Transition Statements
- Questions & Responses
- Common Learner Responses



Mistake #4: Lack of Facilitator Instructions

The guide contains content but not guidance.

The Negative Effect

Facilitators must guess how the designer intended the session to be delivered.

The Ramifications

- For the Facilitator
 - Experiences anxiety and uncertainty
 - Has to improvise transitions and explanations
 - Produces inconsistent delivery
 - May accidentally skip critical teaching points
- For New Facilitators
 - Steep learning curve
 - Longer preparation times
 - Reduced confidence
 - Greater dependence on SMEs or experienced trainers

Common Mistake (and How to Avoid Them)

Facilitator	Notes
■ For Learners – Different classes receive different experiences – Important concepts may receive insufficient attention – Activities may be run incorrectly ■ For the Organization – Training quality becomes facilitator-dependent – Certification or compliance programs become difficult to standardize – Organizational knowledge remains trapped with a few experienced facilitators	

How to Fix It

Add:

- Facilitation notes
- Producer Cues
- Important Notes
- Debrief questions
- Transition statements
- Common learner responses



Say something like:

A facilitator guide should transfer expertise, not just content.

Common Mistake (and How to Avoid Them)

Slide 24



Mistake #5: Ignoring Activities and Engagement



2 Clicks

The facilitator guide focuses exclusively on presenting information.

How To Fix

Make sure to include some the following:

- Reflection Activities
- Group Discussions
- Polls
- Practice Exercises
- Scenario Activities
- Participant Guide Page Numbers



Mistake #5: Ignoring Activities and Engagement

The guide focuses exclusively on presenting information.

The Negative Effect

Learners become passive consumers rather than active participants.

The Ramifications

■ For Learners

- Increased distraction and multitasking
- Reduced attention span
- Lower retention
- Limited opportunities to practice skills

■ For Facilitators

- Must work harder to maintain energy
- Struggle to gauge learner understanding
- Receive fewer questions and interactions

■ For the Organization

- Lower transfer of learning to the workplace
- Reduced behavior change
- Less measurable performance improvement

Common Mistake (and How to Avoid Them)

Facilitator	Notes
-------------	-------

Research consistently shows that people learn more effectively when they discuss, practice, reflect, and apply concepts rather than simply listen.

How to Fix It

Include:

- Reflection activities
- Group discussions
- Polls
- Practice exercises
- Scenario activities
- Participant Guide page references



Say Something Like:

People rarely learn by watching. They learn by doing.

Slide 25



Mistake #6: One-Size-Fits-All (No Adaptability)



2 Clicks

The facilitator guide assumes every delivery environment, learner group, and facilitator situation will be identical.

How To Fix

Build adaptation guidance into the guide, such as:

If Short on Time:

- Provide instructions on key material
- What can be omitted

For Experienced Learners

- Provide instructions on what can be glossed over or skipped to

For Large Groups

- Convert discussion into a polling activity
- Flipcharts to whiteboards



Mistake #6: One-Size-Fits-All (No Adaptability)

The guide assumes every delivery environment, learner group, and facilitator situation will be identical.

The Negative Effect

Facilitators cannot adapt without breaking the course.

Common Mistake (and How to Avoid Them)

Facilitator	Notes
-------------	-------

The Ramifications

- For the Facilitator
 - Panics when time changes
 - Struggles with unexpected learner needs
 - Has no guidance for virtual delivery, large groups, or compressed schedules
- For Learners
 - Experience training that doesn't fit their context
 - Feel activities are irrelevant or poorly matched to their needs
 - Become frustrated when facilitators cannot adapt effectively
- For the Organization
 - Requires multiple versions of the same course
 - Increases redevelopment costs
 - Reduces scalability across audiences and delivery modes

How to Fix It

Build adaptation guidance into the guide:

If short on time...

- Use Activity B instead of Activity C.

For experienced learners...

- Skip introductory discussion and move directly to application.

For virtual delivery...

- Replace table discussions with breakout rooms.

For large groups...

- Convert discussion into a polling activity.

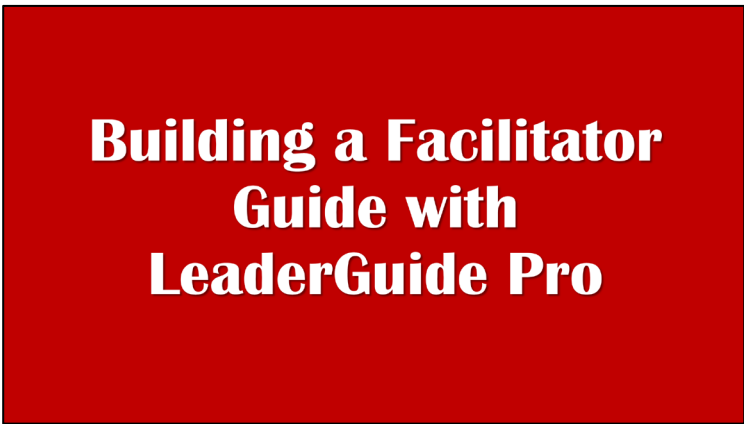
Common Mistake (and How to Avoid Them)

	Facilitator	Notes
	Say Something Like: The best facilitator guides are not rigid scripts. They are flexible performance support tools.	
	Ask: Which of these mistakes creates the biggest problem in the facilitator guides you see most often?	 : Unmute Ask for response via microphone
	Ask: Which one creates the most serious consequences for the learner?	 : Unmute Ask for response via microphone
	Say Something Like: A weak facilitator guide creates stressed facilitators, disengaged learners, and inconsistent outcomes. A strong facilitator guide creates confident facilitators, engaging learning experiences, and repeatable business results. That's why great facilitator guides aren't just documentation. They're performance support tools for the people delivering learning.	

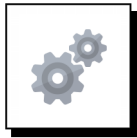
Building with LeaderGuide Pro



Facilitator	Notes
Cumulative Time: 0 hours, 44 minutes Time to complete this lesson: 10 minutes.	 Time Check If you are close to the 50 minute mark, flip the Q&A & Closing and then do the demo after



Screen Share Share Screen with LeaderGuide Pro	 Note: Do not share window as it will not show dialog boxes
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LGP Demo Demonstrate the following ■ Creating a guidebook ■ Using Guidebook Design Template ■ Importing slides and notes ■ Inserting Content Blocks	
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Q&A & Wrap-Up

Facilitator	Notes
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Cumulative Time: 0 hours, 54 minutes

Time to complete this lesson: 6 minutes.

Slide 27



Questions & Answers



Q&A Session

Open the floor to questions either via mic or chat

Time: 5 min



Say something like:

Today we looked at facilitator guides as delivery blueprints. Strong guides create:

- Consistency
- Reduce prep time
- Support facilitators
- Help organizations scale high-quality training.

Q&A & Wrap-Up

Facilitator	Notes
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Key Takeaways

- Facilitator guides help create consistent delivery across instructors.
- A repeatable process makes guide development easier to scale.
- Strong guides improve the learning experience by making activities, timing, transitions, and debriefs intentional.



Ask:

What is one thing you will improve in your next facilitator guide?



Answer in Chat:



Next Steps

- 1 Review Additional Resources
- 2 Try LeaderGuide Pro for Free
- 3 Schedule Demo or Support Session



Next Steps:

- Review additional resources on the Great Circle Learning website
- Download the LeaderGuide Pro free trial
- Schedule a demo or explore tools that can streamline guide creation.

Q&A & Wrap-Up



Facilitator	Notes
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Say Something Like:

Thank you for joining. I hope you leave with a clearer picture of what a facilitator guide can do and a practical process you can use the next time you build or improve one.
